

Housing Referral Brief



CFAY Housing Services Center



Goal of This Briefing

We want you to understand the process & understand your responsibilities in the process!





On Base Housing Policy

- Effective immediately all accompanied Military members must reside on base.
 - If no on base housing is available you must seek off base rental housing.
 - If member turns down on base housing TLA will stop and member will not be eligible for OHA.
 - Eligible civilians will only be offered Military Family Housing when there is a surplus.



APPLICATION

EVERYONE needs to fill out the DD1746. If you return for the afternoon assignment you will not have to fill out again.



CFAY Housing

Office Hours: 0800 – 1630 Mon – Fri

Every First Wednesday of the Month
1100 - 1630

Closed on Weekends & US National
Holidays

Referral Section closed every day at 1430
until further notice.



Step by Step Move-In Guide

Step 1 - Attend Referral Brief

Complete application and learn the process

OHA Rates



Converting Dollar to Yen

- Community Bank
Office Hours: 0900 - 1500 Mon-Fri
Notify Bank 5 days in advance for amounts over \$3000
- Japanese Banks
Office Hours: 0900 – 1500 Mon-Fri
Accepts traveler's check/dollar currency
- Main Post Office by City Hall
Office Hours: 0900 - 1600 Mon - Fri
Accepts traveler's check/dollar currency



Off-Base Housing

(#1)



Lease Termination

* 10-day notice prior to move-out*

Required Fees to Sign a Contract

- * 1 month rent
- * Security Deposit
- * Agent's Fee
- * Owner's Fee
- * Renter's insurance



OHA Certification

- Members must negotiate all leases through the HSC in order to receive OHA/LQA and, in most instances, loaner furnishings. This is to ensure rents are proper for the unit's location, size, condition and other factors imposed by the Installation.
- The HSC will coordinate with base legal department to ensure lease contracts meet the intent of the host nation and U.S. laws governing rentals and OHA payments.



Temporary Lodging Allowance (#2)

UP TO 60 DAYS MAXIMUM!

- Members are **required** to actively seek off-base housing (unless told specifically by counselor that housing will be available for them and they are not required to search off-base)
- Complete the “Appointment sheet” for all homes viewed and return to the Housing Referral office every 10 days for verification and endorsement by Housing of continued TLA



Finding The Right Home! (#3 & 4)

You have to decide what is most important to you!

- Location
- Size
- Pets allowed
- Parking***
- Walk to Train Station
- Close to Beach
- Within your Allowances
- Commute Time
- Etc, etc.



Typical Off-Base Housing

- Japanese House

Some homes have 1-2 tatami rooms.

(Tatami is a Japanese traditional flooring made of woven straw.)

- Apartments and Condominiums/mansions

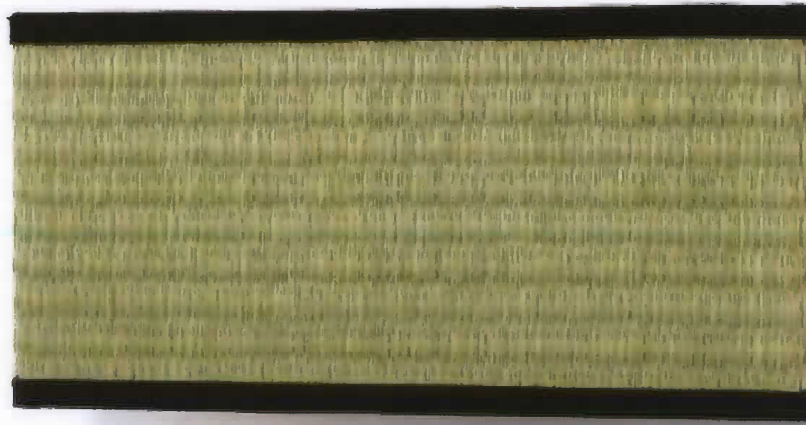
Some have tatami rooms

Note: Japanese condominiums are called
“mansions”



Tatami

- Japanese traditional floor mat made of straw



1 Tatami = 3' x 6'

6 Tatami = 9' x 12'

4.5 Tatami = 9' x 9'

8 Tatami = 12' x 12'



Tatami Room





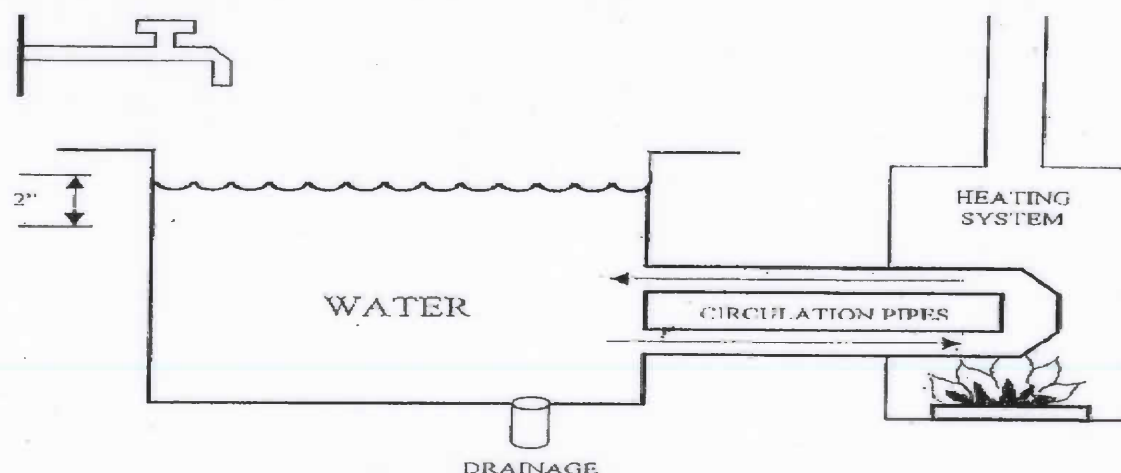
Japanese Type of Bathroom





Water Circulation Heating System

Please **do not use**
bubble bath, bath oil, or bath salt in bath tub!



Cooking Facility:	<input type="checkbox"/> Propane (LPG)	<input type="checkbox"/> Tokyo (City) Gas	<input type="checkbox"/> Kerosene	<input type="checkbox"/> Electricity	Other: <input type="text"/>
Heating Facility:	<input type="checkbox"/> Propane (LPG)	<input type="checkbox"/> Tokyo (City) Gas	<input type="checkbox"/> Kerosene	<input checked="" type="checkbox"/> Electricity	Other: <input type="text"/>
Bathing Facility:	<input type="checkbox"/> Propane (LPG)	<input type="checkbox"/> Tokyo (City) Gas	<input type="checkbox"/> Kerosene	<input type="checkbox"/> Electricity	Other: <input type="text"/>
Unit comes with:	<input checked="" type="checkbox"/> Phone Jack	<input type="checkbox"/> Stove with Grill / Oven	<input checked="" type="checkbox"/> AC/Heater	Unit X <input type="text" value="4"/>	<input checked="" type="checkbox"/> Smoke/Heat Detector
Will Owner Fix Above Items From Normal Wear/Tear?	<input type="checkbox"/> Yes / <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No	<input type="checkbox"/> Yes / <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No	<input type="text"/>
Will Unit Allow Furniture and Appliances?	<input checked="" type="checkbox"/> Refrigerator	<input type="checkbox"/> Cooking Stove	<input type="checkbox"/> Window AC	<input type="checkbox"/> HHG. Queen Size Bed	<input type="checkbox"/> Gov. Appl Bed
	<input checked="" type="checkbox"/> Japanese	<input type="checkbox"/> 2 Burner	<input type="checkbox"/> Yes / <input type="checkbox"/> No	<input type="checkbox"/> 2nd FL and Up?	<input type="checkbox"/> 2nd FL and Up?
	<input type="checkbox"/> American	<input checked="" type="checkbox"/> 4 Burner w/Oven	<input type="checkbox"/> Yes (inside / outside) / <input type="checkbox"/> No	<input type="checkbox"/> Yes (inside / outside) / <input type="checkbox"/> No	<input type="checkbox"/> Yes / <input type="checkbox"/> No
Type of Toilet:	<input type="checkbox"/> Japanese	<input checked="" type="checkbox"/> Western	Type of Bathtub: <input checked="" type="checkbox"/> Circulation Heater <input type="checkbox"/> Western		



Full Tour Loaner Appliances

- Community Housing
 - Navy appliances are provided for homes without appliances (Stove; Refrigerator; washer/dryer; dehumidifier, transformer's)

(Note: FEA or Command sponsorship is required for verification for the type/size of appliance to be issued)



Loaner 4-Burner Cooking Stove

Tokyo City Gas

- Initial hook-up fee \$100 - \$150
- Disconnection fee \$40 - \$150

Propane (LPG)

- May require hook-up and disconnection fees

Address: AKIYA 1638 YOKOSUKA					
Required Move-in Fees:		Security	Agent	Owner	Total
Rent: 200,000		200,000	210,000	200,000	810,000
Type of unit:	2 Storied	Single Unit	w/Tatami Mats: Yes/No	13 Years Old	60 AMPS
Cooking Facility:	Propane (LPG)	Tokyo (City) Gas	Kerosene	Electricity	Other:
Heating Facility:	Propane (LPG)	Tokyo (City) Gas	Kerosene	Electricity	Other:
Bathing Facility:	Propane (LPG)	Tokyo (City) Gas	Kerosene	Electricity	Other:
Unit comes with:	Phone Jack	Stove with Grill / Oven	AC/Heater	Unit X 4	Smoke/Heat Detector Other:
Will Owner Fix Above Items From Normal Wear/Tear?	Yes / No	Yes / No	Yes / No	Yes / No	
Will Unit Allow Furniture and Appliances?	Refrigerator Japanese American	Cooking Stove 2 Burner 4 Burner w/Oven	Window AC Yes / No	HHG. Queen Size Bed 2nd FL and Up? Yes (inside / outside) / No	Gov. Appl Bed 2nd FL and Up? Yes / No



Stove with Fish Grill

(Provided by Landlord)



Address: KANAYA 2-12-1 RM#713 YOKOSUKA						
Required Move-in Fees:	Rent: 250,000	Security: 250,000	Agent: 262,500	Owner: 250,000	Total: 1,012,500	
Type of unit:	9	Stored APT BLDG	Single Unit	w/Tatami Mats: Yes / <input checked="" type="checkbox"/> No	16 Years Old	60 AMPS
Cooking Facility:	Propane (LPG)	<input checked="" type="checkbox"/> Tokyo (City) Gas	Kerosene	Electricity	Other:	
Heating Facility:	Propane (LPG)	<input checked="" type="checkbox"/> Tokyo (City) Gas	Kerosene	<input checked="" type="checkbox"/> Electricity	Other:	
Bathing Facility:	Propane (LPG)	<input checked="" type="checkbox"/> Tokyo (City) Gas	Kerosene	<input checked="" type="checkbox"/> Electricity	Other:	
Unit comes with:	<input checked="" type="checkbox"/> Phone Jack	<input checked="" type="checkbox"/> Stove with Grill	<input checked="" type="checkbox"/> Oven	<input checked="" type="checkbox"/> AC/Heater	Unit X 5	Smoke (Heat) Detector Other:
Will Owner Fix Above Items From Normal Wear/Tear?	Yes / No	<input checked="" type="checkbox"/> 3 BURNER Yes / No	Yes / No	Yes / No	Yes / No	



Loaner Refrigerators



American Model

Japanese Model

Cooking Facility:	Propane (LPG)	<u>Tokyo (City) Gas</u>	Kerosene	Electricity	Other:
Heating Facility:	Propane (LPG)	Tokyo (City) Gas	Kerosene	<u>Electricity</u>	Other:
Bathing Facility:	Propane (LPG)	Tokyo (City) Gas	Kerosene	<u>Electricity</u>	Other:
Unit comes with:	<u>Phone Jack</u>	<u>Stove with Grill</u>	Oven	<u>AC/Heater</u>	Unit X <u>5</u>
Will Owner Fix A...		<u>3 BURNER</u>		Smoke <u>Heat</u> Detector	Other:
Items From Norm...	<u>Yes / No</u>	<u>Yes / No</u>	<u>Yes / No</u>	<u>Yes / No</u>	
Wear/Tear?					
Will Unit Allow	Refrigerator	Cooking Stove	Window AC	HHG. Queen Size Bed	Gov. Appl Bed
Furniture and	<u>Japanese</u>	<u>2 Burner</u>	Yes <u>No</u>	2nd FL and Up?	2nd FL and Up?
Appliances?	American	4 Burner w/Oven		Yes (Inside / outside) <u>No</u>	<u>Yes</u> No



List of Loaner Furniture

Loaner furniture is available for use
up to 90 days

- Bed
- Sofa
- Drawers
- Nightstand / Lamps
- Coffee table and end tables
- Dining table and chairs
- Baby crib / High chair
- Computer desk and chair



Step by Step Move-In Guide (#5)

Step 2 - Begin House Hunting

Review the Housing Referral listings and schedule appointments to view off base homes

OR

Visit the Agencies (list provided) directly.



Viewing Our Listings

Step 1 – **Sign in at front desk** and begin looking through binders.

Step 2 - Remove the house listing from the **binders**.
When the interpreter calls your name, provide the listing to verify availability and schedule your house-viewing appointment(s).

Step 3 – Visit the property.



Samples of Listings

(#6)

HOUSE ADDRESS	FUNAKOSHI 6-40 RM#705 BLDG#D YOKOSUKA		MANSSION/APARTMENT NAME	PRINCE HEIGHTS GARDEN SHONAN FUNAKOSHI	
OWNERS NAME	MATSUSHITA, Sadao	OWNERS TELEPHONE	826-1532	OWNERS ADDRESS	OGAWACHO 24-5 RM#304 YOKOSUKA
PRIMARY AGENCY NAME	SANYO KENSETSU	AGENCY PHONE NUMBER	829-1335		
SECONDARY AGENCY NAME	NONE	AGENCY PHONE NUMBER			

K = Kitchen C = Closet B = Bathing Area T = Toilet WM = Washing Machine Space W = Wash Basin 1 Tatami = 3' X 6' 4.5 Tatami = 9' X 9' 6 Tatami = 9' X 12' 8 Tatami = 12' X 12' 1 SEGMENT = 3 FEET	
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AREAS WITH NUMBER INDICATE TATAMI MAT AND ROOM SIZE.

SHADED AREAS INDICATE WESTERN TYPE FLOORING (Carpet, Tile, Hardwood)

Parking: NONE ☒ SPACE GARAGE CAR PORT

Parking Located: NEXT TO UNIT WITHIN WALK FROM UNIT

GROUND AREA: 1676 SF FLOOR AREA: 1044 SF BED ROOMS: 4 RENT: ¥ 209,000

DATE INSPECTED: 20 JUN 2003 DATE APPROVED: 23 JUN 2003 DATE VACATED: DATE AVAILABLE:

HOUSE ADDRESS	HILAND 2-48-6 YOKOSUKA		MANSSION/APARTMENT NAME		
OWNERS NAME	NAKAYAMA, Takashi	OWNERS TELEPHONE	045-371-9741	OWNERS ADDRESS	HODOGAYAKU NISHIYACHO 1259-1-318 YOKOHAMA
PRIMARY AGENCY NAME	C.I. FUDOSAN	AGENCY PHONE NUMBER	825-3737	Y.S. SHIOREI 2-1	
SECONDARY AGENCY NAME	NONE	AGENCY PHONE NUMBER			

K = Kitchen C = Closet B = Bathing Area T = Toilet WM = Washing Machine Space W = Wash Basin 1 Tatami = 3' X 6' 4.5 Tatami = 9' X 9' 6 Tatami = 9' X 12' 8 Tatami = 12' X 12' 1 SEGMENT = 3 FEET	
--	--

AREAS WITH NUMBER INDICATE TATAMI MAT AND ROOM SIZE.

SHADED AREAS INDICATE WESTERN TYPE FLOORING (Carpet, Tile, Hardwood)

Parking: NONE ☒ SPACE GARAGE CAR PORT

Parking Located: NEXT TO UNIT WITHIN WALK FROM UNIT

GROUND AREA: 2196 SF FLOOR AREA: 1350 SF BED ROOMS: 4 RENT: ¥ 240,000

DATE INSPECTED: 17 JUL 2003 DATE APPROVED: 18 JUL 2003 DATE VACATED: DATE AVAILABLE:



Working Directly With Agents (#7)

- Most Real Estate offices open at 0930 or 1000
- Most Real Estate offices are closed on Wednesdays
- Some Real Estate offices have Base Passes and/or Vehicle Passes



Example

(#8,9,10)...





Step by Step Move-In Guide

Step 3 - Select a Home

Negotiate Terms, Have Agent Complete Required Form, and...

- Return Completed Rental Selection Form to Housing Referral
- Submit Allowance Related Chits/Forms to your Command
- Once Chits Approved, Housing in receipt of all of the Required Paperwork...Schedule your SPW Appointment



Step by Step Move-In Guide

Step 4 - Start Paperwork (SPW)

Housing will Prepare required OHA/MIHA Forms. Schedule lease signing appointment, move-in date, appliances and/or furnishing delivery and information on the amount of funds needed for your finance office. You Will be Provided an Advance Copy of Your Lease.



Step by Step Move-In Guide

Step 5 - Sign Lease/Move-In

Sign documents with Agent and pay move-in fees in yen, receive final OHA/LQA document for your PSD/Disbursing/finance office, keys and receipts.

Counselor will discuss your responsibilities while living Off-Base (trash, noise, rent & bill payment, etc.)

Note: May need to escort agent without Base pass



OFF-BASE PROBLEMS

- NOISE (USALLY TIED TO PARTIES)**
- PARKING (USUALLY TIED TO PARTIES)**
- RENT & BILL PAYMENT**
- IMPROPER SEPARATION/DISPOSAL OF TRASH**

In all cases reported through the City Office, your Command is be notified.

Evictions can be initiated by the Property Management, or, your Command can revoke your right to live in town and draw OHA.



Trash/Garbage Separation

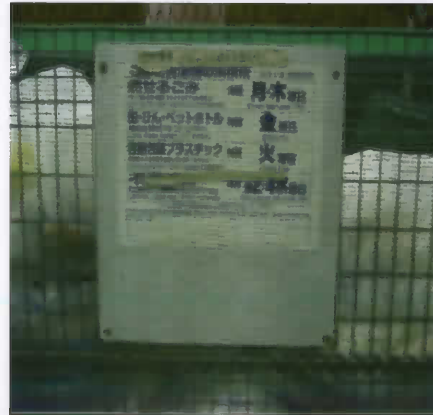
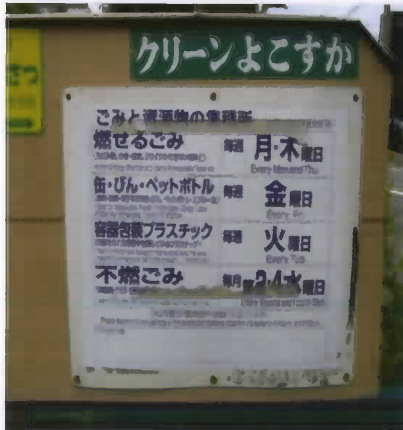
The separation of garbage is strictly ENFORCED.
Garbage must be placed in designated locations only.

- Burnable
- Non-Burnable
- Plastic
- Recycle (cans and PET Bottles)



Trash is placed in locations similar to these.

Trash pick-up days vary by location.



Different days for burnable and non-burnable.

All trash must be placed in clear see through plastic bags.

Garbage must be placed outside on designated days only.





Improper Trash Disposal



Consequences: Your Command will be contacted



School Bus Information

- Bring a copy of your Rental Unit Map to the Student Transportation Office located on the 2nd floor of bldg #B39A, next to the CPO Club.
- Contact Numbers
243-9564/9566 between 0730-1600, Mon through Fri.





Rental Partnership Program (RPP)

- 4 Locations
 - Sakura Hills
 - Ikedacho – 20~30 min. by car
 - Paledor Yokosuka
 - Wakamatsucho – 5~10 walk to Main Gate
 - CoCo Palms
 - Midorigaoka – right next to Hotel New Yokosuka
 - Clair Karato
 - Miharucho – 10~15 min. by car



Rental Partnership Program (RPP)

Sakura Hills (townhouses)



Lease Termination

*** 30-day notice prior to move-out**

Requirements

- 1 month rent
- 1 year minimum lease
- Dog under 55-lbs, no cats
- Renter's Insurance
- No negative record
- Rent Payment through G.I. Bill Pay Service



RPP Townhouse (Sakura Hills)



Kitchen / Dining Room

Living Room





Sakura Hills



Bedroom

Bath





RPP Apartments (Sakura Residence)

Requirements



- **Lease Termination**
 - * 30-day notice—single occupancy
 - * 60-day notice – shared units
- 1 month rent
- 1 year minimum lease
- Renter's Insurance
- No negative record
- Rent Payment through G.I. Bill Pay Service
- ☐ No pets



Sakura Residence



FULLY
FURNISHED

- SINGLE UNITS
- SHARED UNITS





Sakura Residence



BEDROOM

BATHROOM





RPP - PALEDOR YOKOSUKA

Requirements

- 1 month rent
- 1 year minimum lease
- Renter's Insurance
- No negative Record
- Rent Payment through G.I. Bill Pay Service
- Pets (negotiable)



Lease Termination

- 30 day notice – single occupancy
- 60 day notice – shared units



RPP - PALEDOR YOKOSUKA

Requirements

- 1 month rent
- 1 year minimum lease
- Renter's Insurance
- No negative Record
- Rent Payment through G.I. Bill Pay Service
- Pets (negotiable)



Lease Termination

- 30 day notice – single occupancy
- 60 day notice – shared units



RPP - PALEDOR YOKOSUKA



- Kitchen/Dining/Living



RPP - PALEDOR YOKOSUKA

Bedroom

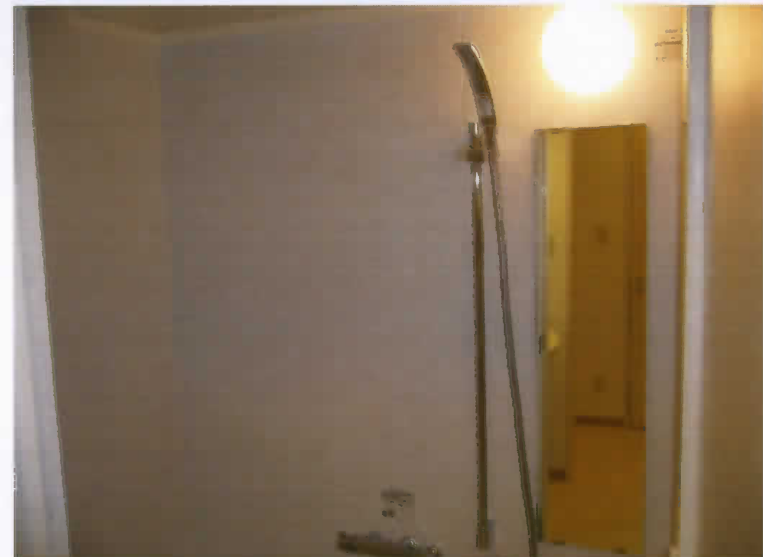


Closet



RPP – PALEDOR YOKOSUKA

- B
A
T
H
R
O
O
M





RPP – COCO PALMS

Requirements

- 1 month rent
- 1 year minimum lease
- Renter's Insurance
- No negative Record
- Rent Payment through G.I. Bill Pay Service
- Pets (negotiable)



Lease Termination

- 30 day notice – single occupancy
- 60 day notice – shared units



RPP – COCO PALMS



- Kitchen/Dining/Living





RPP – COCO PALMS



- Bedroom & Bathroom



RPP – CLAIR KARATO

Requirements

- 1 month rent
- 1 year minimum lease
- Renter's Insurance
- No negative Record
- Rent Payment through G.I. Bill Pay Service
- Pets (negotiable)



Lease Termination

- 30 day notice – single occupancy
- 60 day notice – shared units



RPP – CLAIR KARATO

- Kitchen/Dining/Living





RPP – CLAIR KARATO



- Bedroom & Bathroom



Housing Tours

Sign up in advance! Space is limited

Sakura Hills Tour is Wednesday at 1330 or upon request

Paledor Yokosuka, CoCo Palms and Clair Karato
Tours are upon request

Ikego/Negishi Tour is Thursday at 0900
(sign up at front desk, seating is limited)



Housing Referral Office

Contact Information:

DSN: 243-8834 / 243-8848

Commercial: (046) 816-8834
(046) 816-8848

Fax: DSN: 243-7415

Commercial: (046) 816-7415

Housing Website:

<http://www.cnmc.navy.mil/Yokosuka/FleetAndFamilyReadiness/HousingAndLodging/index.htm>



QUESTIONS?